

SUTTER COUNTY'S EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION ON THE BASIS OF DISABILITY POLICY STATEMENT

Equal Employment Opportunity/Non-Discrimination on the Basis of Disability Policy Statement

Sutter County is an equal employment opportunity (EEO) employer and is committed to an active non-discrimination program. It is the stated policy of Sutter County that all employees, and applicants, shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions will be on the basis of qualifications of the individual for the positions being filled regardless of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer-related only), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All other personnel actions such as compensation, benefits (including Family and Medical Care Leave and Pregnancy Disability Leave), layoffs, returns from layoffs, terminations, training, and social and recreational programs are also administered regardless of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer-related only), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, or any other consideration made unlawful by federal, state or local laws.

The object of Sutter County's Equal Employment Opportunity Program is wherever possible, to actively recruit and include for consideration for employment, members of minority groups, females and the disabled. All decisions on employment and promotions must be made solely on an individual's qualifications (merit) and bona fide occupational qualifications for the job in question, and the reasonableness of any necessary job accommodations.

The County of Sutter will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Human Resources Department and request such an accommodation. The individual with the disability should specify what accommodation(s) he or she needs to perform the job. The County of Sutter will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform the job. The County of Sutter will identify the possible accommodations, if any, that will help eliminate the barrier. If the accommodation(s) is reasonable and will not impose an undue hardship, the County of Sutter will make the accommodation(s).

Equal Employment Opportunity (EEO) Coordinator

The Human Resources Director has been designated the EEO Coordinator to coordinate compliance with the non-discrimination requirements relating to employment pursuant to section 35.107 of the Department of Justice regulations and is responsible for implementation of Sutter County's non-discrimination program as outlined in Attachment A. Inquiries concerning the application of federal and state laws and regulations regarding Employment should be referred to the Human Resources Director.

To achieve the goals of our non-discrimination program, it is necessary that each member of this County understand the importance of the program and his or her individual responsibility to contribute toward its maximum fulfillment.

Sutter County will reaffirm this Equal Employment Opportunity/Non-Discrimination on the Basis of Disability Policy Statement annually.

Responsibility of the EEO Coordinator for Implementation and Administration of Sutter County's Non-Discrimination Program

The responsibilities and duties of the Equal Employment Opportunity (EEO) Coordinator in administering Sutter County's non-discrimination program relating to employment are as follows:

1. To administer and monitor program progress and initiate corrective action when appropriate. All personnel actions will be monitored and analyzed to ensure the adherence of this policy. Regular annual reports are submitted to the County Administrative Officer for review and evaluation of progress.
2. To serve as liaison between Sutter County and minority organizations, women's organizations, organizations representing individuals with disabilities and community action groups concerned with employment opportunities for minorities, the disabled and women.
3. To keep management and supervisors informed of the latest development in applicable laws and regulations relating to employment and to inform management of changes which may affect the non-discrimination program and to review the program as necessary.
4. To inform employees of available opportunities for advancement and to assist in maintaining open lines of communications throughout the work force.
5. To periodically audit Sutter County's orientation program, and its hiring, promotion and termination practices.
6. To ensure that EEO and non-discrimination statements are properly displayed, and that minorities, the disabled and women are encouraged to participate in County sponsored activities.
7. To ensure that supervisors understand that their responsibilities include carrying out Sutter County's commitment to equal employment opportunity and non-discrimination.
8. To assume any contingent responsibilities necessary to ensure effective implementation of the County's non-discrimination program.